ST/IC/2001/1

UNITED NATIONS

INDEX

TO

ADMINISTRATIVE ISSUANCES

JANUARY 2001

INTRODUCTION

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2000. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) ST/SGB/- series. These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) ST/AI/- series. These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) Subject and alphabetical indexes. The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to (212) 963-1068.

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* The index to information circulars is contained in ST/IC/2001/2.

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A. ADMINISTRATIVE ISSUANCES, BY ALPHANUMERIC SYMBOL

I. ISSUANCES UNDER SECRETARY-GENERAL'S BULLETIN ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2000/1-16)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2000/1	1/1/00	Amending ST/SGB/1999/5 - Staff Rules - 100 series	
ST/SGB/2000/2	1/1/00	Staff Rules - Rules 200.1 to 212.7 applicable to technical assistance project personnel	
ST/SGB/2000/3	1/1/00	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	
ST/SGB/2000/7	23/2/00	Staff Regulations	
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/2000/9	15/5/00	Functions and organization of the Department of Peacekeeping Operations	

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* On 1 June 1997 a new system for administrative issuances entered into force in accordance with ST/SGB/1997/1.

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/2000/10	15/5/00	Organization of the Department of Political Affairs	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/12	25/9/00	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	
ST/SGB/2000/13 ST/SGB/2000/13/Corr.1 (French only)	22/9/00 5/12/00	Organization of the United Nations Office at Nairobi	See also ST/SGB/1999/21 and ST/SGB/1999/22
ST/SGB/2000/14	23/10/00	Accountability Panel	
ST/SGB/2000/15	1/12/00	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

2. Secretary-General's bulletins (ST/SGB/1999/1-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1999/1	13/2/99	Organization of the secretariat of the Economic and Social Commission for Western Asia	
ST/SGB/1999/3	28/4/99	Financial disclosure statements	
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/5	3/6/99	Staff Rules	See also ST/SGB/2000/1
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/1999/14
ST/SGB/1999/19	20/12/99	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/SGB/274

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1999/21	21/12/99	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/2000/13
ST/SGB/1999/22	23/12/99	Organization of the United Nations Centre for Human Settlements (Habitat)	See also ST/SGB/2000/13

3. Secretary-General's bulletins (ST/SGB/1998/1-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/2	12/2/98	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/1998/3	23/2/98	Organization of the secretariat of the Economic Commission for Europe	
ST/SGB/1998/4	1/3/98	Organization of the secretariat of the Economic Commission for Africa	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	
ST/SGB/1998/10	20/5/98	Organization of the Department for Disarmament Affairs	
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/12	1/6/98	Organization of the Office of Human Resources Management	
ST/SGB/1998/13	1/6/98	Organization of the Office of Programme Planning, Budget and Accounts	
ST/SGB/1998/15) ST/SGB/Financial) Rules/1/Rev.3/) Amend.1)	30/9/98	Amendment of financial rule 110.32: Property Survey Board	
ST/SGB/1998/16	30/10/98	Organization of the United Nations Office at Vienna	
ST/SGB/1998/17	30/10/98	Organization of the United Nations Office for Drug Control and Crime Prevention	See also ST/SGB/240 and ST/AI/388

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	
ST/SGB/1998/19 ST/SGB/1998/19/Corr.1	10/12/98 10/2/99	Status, basic rights and duties of United Nations staff members	

4. Secretary-General's bulletins (ST/SGB/1997/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	
ST/SGB/1997/6	15/9/97	Organization of the Department of General Assembly Affairs and Conference Services	
ST/SGB/1997/8	15/9/97	Organization of the Office of Legal Affairs	
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	
ST/SGB/1997/11	15/9/97	Organization of the Department of Management	
ST/SGB/1997/12	15/9/97	Staff-Management Coordination Committee	

5. Administrative instructions (ST/AI/2000/1-21)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/2	10/3/00	Mobility and hardship allowance	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6	25/5/00	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/7	15/8/00	Medical standards and clearances	
ST/AI/2000/8	13/9/00	Dependency status and dependency benefits	
ST/AI/2000/9	19/9/00	United Nations internship programme	
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/2000/15	27/11/00	Family visit travel	See also ST/AI/2000/20
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/18	21/12/00	Life insurance	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	
ST/AI/2000/20	22/12/00	Official travel	
ST/AI/2000/21	22/12/00	Occasional recuperation break	

6. Administrative instructions (ST/AI/1999/1-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/4	19/5/99	Education grant and special education grant for disabled children	See also ST/AI/2000/6
ST/AI/1999/5 ST/AI/1999/5/Corr.1	27/5/99 8/6/99	Retention in service beyond the age of retirement and employment of retirees	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7	25/8/99	Consultants and individual contractors	See also ST/AI/295 and Amend.1 and ST/AI/296 and Amend.1
ST/AI/1999/8	17/8/99	Placement and promotion system	See also ST/SGB/267
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/12	8/11/99	Family leave, sick leave and maternity leave	
ST/AI/1999/13	9/11/99	Recording of attendance and leave	
ST/AI/1999/14	17/11/99	Performance Appraisal System	See also ST/SGB/1999/18
ST/AI/1999/15	23/11/99	Excess baggage, shipments and insurance	
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17	23/11/99	Special post allowance	

7. Administrative instructions (ST/AI/1998/1-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/5	24/2/98	Administrative instruction amending ST/AI/1997/7 - Recruitment procedures for Professional staff	Amendment to ST/AI/1997/7
ST/AI/1998/6		Number assigned - not utilized	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/8	13/8/98	Competitive examination for promotion to the Professional category of staff members from other categories	
ST/AI/1998/9 ST/AI/1998/9/Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

8. Administrative instructions (ST/AI/1997/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	
ST/AI/1997/7	20/11/97	Recruitment procedures for Professional staff	Amended by ST/AI/1998/5

II. ISSUANCES UNDER SECRETARY-GENERAL'S BULLETIN ST/SGB/100

1. Secretary-General's bulletins (ST/SGB/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/ Financial Rules/1/ Rev.3 (1985)	3/1985	Financial Regulations and Rules of the United Nations (series 100)	Annex: Additional terms of reference governing the audit of the United Nations. See also ST/SGB/1998/15
Rev.3/Amend.1	30/9/98		
ST/SGB/ Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/Appendix D/ Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
Rev.1/Amend.1	8/1/76		
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Force in Cyprus	
ST/SGB/UNHHSF/ Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/119 ST/SGB/119/Amend.1	30/7/59 10/63	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 ST/SGB/125/Rev.1/ Amend.1 ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 ST/SGB/126/Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 ST/SGB/127/Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342 and ST/AI/2000/20

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/213/Rev.1	30/4/91	Designation of staff members performing significant functions in financial management, personnel management and general services administration	
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/1998/17 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
ST/SGB/251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
ST/SGB/253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/266 ST/SGB/266/Amend.1	5/11/93 14/3/97	Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/AI/392
ST/SGB/267	15/11/93	Placement and promotion	See also ST/AI/1999/8
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/1998/2, ST/AI/397 and ST/AI/401
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	

Symbol	Date issued	Subject	Amendments/remarks
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 ST/SGB/280/Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/1999/19 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/52	25/6/48	Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.)	
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 ST/AI/155/Rev.2/Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/157	13/8/63	Losses of cash	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.2 ST/AI/189/Add.2/Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.4	12/2/96	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below
ST/AI/189/Add.9/Rev.2 ST/AI/189/Add.9/Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/Rev.1	22/12/73	Reissue of out-of-stock material	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.14/Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.16	7/6/73	Classification and declassification of documents	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/Rev.1	24/2/82	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/192/Rev.2	31/3/93	Official hospitality	
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/223	2/10/74	Financial administration	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 ST/AI/234/Rev.1/Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 ST/AI/235/Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/242 ST/AI/242/Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	
ST/AI/248 ST/AI/248/Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/256 ST/AI/256/Add.1	3/2/78 20/12/83	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
ST/AI/259/Rev.10 ST/AI/259/Rev.10/Amend.8	27/2/89 23/5/97	Salary differential for General Service staff in the language-typing and word-processing units, Office of Conference and Support Services, Headquarters	
ST/AI/261	12/12/78	Forms management programme	
ST/AI/270/Rev.1	12/4/89	Delegation of authority under the Financial Rules	See also ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1 and ST/AI/315/Rev.1
ST/AI/27[illegible]	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 ST/AI/274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/295 ST/AI/295/Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/AI/296 ST/AI/296/Amend.1	19/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7
ST/AI/297 ST/AI/297/Add.1	19/11/82 7/12/95	Technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/315/Rev.1	28/2/92	Delegation of financial authority to the International Trade Centre	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/326 ST/AI/326/Corr.1	28/12/84 17/1/85	United Nations archives	See also ST/SGB/242
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/337	15/10/86	Policy on the provision and use of official cars	
ST/AI/341	19/3/87	Confidentiality of mailing lists and registers	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160 and ST/AI/2000/20
ST/AI/343 ST/AI/343/Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351 ST/AI/351/Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/352	28/6/88	Certifying and approving officers	
ST/AI/352/Add.2/Rev.1	18/3/91	List of certifying officers for the biennium 1990-1991	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/360/Rev.1 ST/AI/360/Rev.1/Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/1998/8
ST/AI/367	15/10/90	Home leave: change of place of home leave and change of country of home leave	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2
ST/AI/376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AI/416
ST/AI/379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/1998/17 and ST/SGB/240
ST/AI/392	27/1/94	Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/SGB/266 and Amend.1
ST/AI/394	19/5/94	After-service health insurance	
ST/AI/395	2/6/94	Appointments of limited duration	

Symbol	Date issued	Subject	Amendments/remarks
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273
ST/AI/402	23/3/95	Currency of payment of salaries and allowances	
ST/AI/404	19/5/95	Assignment to and return from mission detail	
ST/AI/405	27/7/95	Direct deposit of salary	
ST/AI/407	1/8/95	Smoking at United Nations Headquarters	
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414 ST/AI/414/Add.1	29/3/96 3/5/96	1996 early separation programme	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/376 and ST/AI/387

B. SUBJECT INDEX TO ADMINISTRATIVE ISSUANCES

I. BUILDINGS, PREMISES AND SECURITY

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for - ST/AI/387

Committee on Contracts - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 110.17)

Energy conservation: see Reduction in energy consumption

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of Dag Hammarskjöld Memorial Library building - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

4. Safety

No administrative issuances apply at present.

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment - ST/SGB/269

Security, safety and independence of the international civil service - ST/SGB/198
-Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property - ST/AI/227

II. CLAIMS

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects attributable to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. COMMUNICATIONS, ARCHIVES AND RECORDS

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Commission for Historical Clarification - ST/SGB/1999/6

Gifts and historical items: Preservation and disposition of - ST/SGB/136

United Nations archives and records management - ST/SGB/242 and ST/AI/326 and Corr.1
-Secretary-General's private papers - ST/AI/326 (annex II) and Corr.1
-Secretary-General's records and archives - ST/AI/326 (annex I) and Corr.1

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers - ST/AI/341

Outgoing official United Nations mail at Headquarters: General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. CONFERENCES

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342 and ST/AI/2000/20

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6) and ST/AI/387

V. DOCUMENTS AND PUBLICATIONS

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rules 110.38 and 110.39)

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.4

Classification and declassification of documents - ST/AI/189/Add.16

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2 and Amend.1

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements - ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

Requests for document services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

VI. FINANCE

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

International Trade Centre - ST/AI/315/Rev.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

2. General

Certifying and approving officers - ST/AI/352
-List of certifying officers for the biennium 1990-1991 - ST/AI/352/Add.2/Rev.1

Cheque signatories and finance officers designated as approving officers: Separation of responsibilities and duties of - ST/AI/256 and Add.1

Contributions from non-member States - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 (rule 105.8) and ST/AI/233

Currency of payment of salaries and allowances - ST/AI/402

Designation of staff members performing significant functions in financial management, personnel management and general services administration - ST/SGB/213/Rev.1

Direct deposit of salary - ST/AI/405

Financial administration: consultation and clearance by the Budget Division of submission of proposals having financial implications - ST/AI/223

Financial disclosure statements - ST/SGB/1999/3

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Losses of cash - ST/AI/157

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/192/Rev.2

Official travel - ST/AI/2000/20

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language-typing and word-processing units - ST/AI/259/Rev.10 and Amend.8

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Supplementary payments: see Acceptance of payments from Governments to supplement United Nations emoluments above

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1, ST/SGB/213/Rev.1, ST/AI/270/Rev.1 and ST/AI/315/Rev.1

Delegation of financial authority to the International Trade Centre - ST/AI/315/Rev.1

Financial Regulations and Rules: Habitat and Human Settlements Foundation (series 300) - ST/SGB/UNHHSF/Financial Rules/3 (1978)

Financial Regulations and Rules of the United Nations (series 100) - ST/SGB/Financial Rules/1/ Rev.3 (1985) and Amend.1 and ST/AI/270/Rev.1

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/Financial Rules/1/Rev.3 (1985) and Amend.1 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Revolving Fund - ST/SGB/251

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. GENERAL OFFICE PROCEDURES

Administrative issuances:
-Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16
-Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Exhibits Committee guidelines: United Nations - ST/AI/376

Forms management programme - ST/AI/261

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.) - ST/AI/52

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. HUMAN RESOURCES

1. Administration-staff relations

International civil service: Security, safety and independence of the - ST/SGB/198
-Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee at Headquarters - ST/SGB/200/Rev.1

Joint Appeals Board:
-Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
-Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
-Revised disciplinary measures and procedures - ST/AI/371

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Special Advisory Board - ST/SGB/1999/5 and ST/SGB/2000/1 (rule 109.1)

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/1997/12

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
-Membership - ST/SGB/1999/9
-Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/1999/4 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367

Mission subsistence allowance - ST/AI/1997/6

Mobility and hardship allowance - ST/AI/2000/2

Non-resident's allowance - see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21

Official hospitality - ST/AI/192/Rev.2

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency of payment - ST/AI/402

Scheme of social security for the staff - ST/SGB/1999/5 and ST/SGB/2000/1 (rules 106.1-106.6)

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6

Special post allowance - ST/AI/1999/17

Subsistence allowance:
-Mission subsistence allowance - ST/AI/1997/6
-System of daily subsistence allowance - ST/AI/1998/3

Threshold percentage for the purpose of calculating rental subsidies - see Rental subsidies and deductions above

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees - ST/AI/1998/9 and Corr.1 (English only)

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
-Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
-Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
-Revised disciplinary measures and procedures - ST/AI/371

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/1999/5 and ST/SGB/2000/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Appointment and Promotion Board - ST/SGB/1999/5 and ST/SGB/2000/1 (rule 104.14)

Appointment and Promotion Committee - ST/SGB/1999/5 and ST/SGB/2000/1 (rule 104.14)

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242 and Amend.1

Appointment and Promotion Panel - ST/SGB/1999/5 and ST/SGB/2000/1 (rule 104.14)

Appointments of limited duration - ST/AI/395

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Competitive examination for promotion to the Professional category - ST/AI/1998/8

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

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